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DIARY

Special Asst. (Admin.) to DD/I

Tuesday, 7 April 1953

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1. Referred to AD/CO, the DD/A approval of the [redacted] proposal for reassignment of responsibilities in the [redacted] headquarters into two major elements--collection and operational support.

2. Concurred in the revisions made by Training to the draft regulation covering the indoctrination and orientation of personnel in line with previous comments made by us.

3. Secured agreement from General Services to proceed with plans for the Techniques and Methods Division of O/RR to occupy new space at 10th and D Streets on a temporary basis, pending the availability of permanent space in Barton Hall. This was with the understanding that alterations would be held to an absolute minimum as it is planned that the Barton Hall space will be available by the end of the summer, at which time the Agency will relinquish the space at 10th and D Streets.

4. DD/A has initiated action which will revise existing T/O figures to agree with the approved budget figures for FY 1954 and abolish the personnel ceiling figure. This will mean a single standard in lieu of the present triple standard of personnel control.

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